

MASTER OF BUSINESS ADMINISTRATION

Individual application for recognition/ Crediting of previous achievements for the study programme

Do you have any work experience or have you already studied at another university? Then use our "Individual Application for the Recognition of Previous Achievements".

Please read our guidelines in advance. Here you will find important information on how to fill out the application and on the transfer process of previous achievements.

We will be happy to check in advance whether and to what extent we can recognize your achievements. You do not have to enroll straight away!

We only need simple (i.e. not certified) copies of your relevant certificates.

- First you fill in the field with your personal data.
- **On page 3** you will find an overview of all modules and courses in your programme. Please check whether you can document relevant previous experience based on our curriculum. Now select the modules/courses for which you would like to receive credit and enter the relevant information.
- **Important:** Compare your previous academic achievements or verifiable professional experience with the content of the individual modules. You can find the module descriptions in the "Module Handbook".

Example: In this excerpt you can see how you should fill in the table (examples in **bold**):

Module	Course-Code	Course-Name	ECTS-CP	Type of achievement (e.g. university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP	Reason für denial
Leadership 4.0	DLBWPLS01-E	Leadership 4.0	5	Seminar, SS 2009	Sample university	5 ECTS/ 5 SWS	To be filled in by our university	To be filled in by our university
Computer Training	BCTR01-01	Computer Training	5	Activity as a customer advisor	Sample company	2015-2018 40h/Week	To be filled in by our university	To be filled in by our university

- Finally, you submit your application including the necessary documents (see checklist): **Done!**

Our tip: To help us process your application even faster, it is helpful if you name your documents by Content_FirstName_LastName. **For example:**

Certificate_Max_Sample

WHAT COMES NEXT

1. We will confirm the receipt of your application and request further documents if needed.
2. We will send you a message as soon as we have forwarded your processed request to the examination board for final approval.
3. You will get the result of your recognition.
4. We will forward the result of the recognition to the examination office so that your recognized achievements are recorded in your performance overview in myCampus. However, this will only happen after your official enrollment.
5. If the recognition has led to a cost reduction, you will receive an additional agreement, valid from your official enrollment date, which will be sent to you before you start your payments.

In the event that the start of your studies overlaps with the review of your application for recognition Please do not enroll in any of the courses for which you have applied for recognition when you start your studies. We can only register your recognized courses after the recognition process has been completed and after your enrollment.

Your advantage: You are not bound to a fixed schedule when choosing courses, you are completely flexible.

In case of new study programs, the new modules are only available at the beginning of the respective semester (see study schedule full-time model in the download area of the website).

Note: Once you have registered for recognition of prior learning, you will no longer be able to take an exam in this course If you have registered for an examination for a module that is also being reviewed for recognition, your application for recognition for this module is invalid according to § 7 (1) of the IU International University of Applied Sciences general Examination Regulations.

INDIVIDUAL APPLICATION FOR THE STUDY PROGRAMME MASTER OF BUSINESS ADMINISTRATION (MBA-ENGLISH) 90 ECTS (MBA-01-E-90)

Personal data	
<input type="checkbox"/> 1. Application for recognition	<input type="checkbox"/> _____ Follow-up application for recognition
Title ¹	
First name ¹	Last name ¹
Street ¹	
Postal Code ¹	City ¹
Phone ¹	E-Mail ¹
Matriculation number (alternatively: date of birth) ¹	

¹ Required fields

RECOGNITION**MASTER OF BUSINESS ADMINISTRATION (MBA-ENGLISH) 90 ECTS (MBA-01-E-90)****FUNDAMENTAL AREA**

Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g. university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP¹	Reason for denial²
Leadership	DLMBLSE01	Leadership	5					
Innovation and Entrepreneurship	DLMBIE01-01	Innovation and Entrepreneurship	5					
Corporate Finance	DLMINRE01	Corporate Finance	5					
International Marketing	DLMMARE01	International Marketing	5					
Managerial Economics	DLMBME01-01	Managerial Economics	5					
Performance Measurement	DLMBPM01	Performance Measurement	5					
Strategic Management	DLMBSME01	Strategic Management	5					
Business Ethics and Corporate Governance	DLMBAEBECG01	Business Ethics and Corporate Governance	5					
Operations and Information Management	DLMBAEOIM01	Operations and Information Management	5					

1 ECTS-CP = 30 hours

¹to be filled in by the examination board

² Processing note in case of rejection: 1 Scope of work not sufficient; 2 Significant differences in content/ requirement level have been identified; 3 Certification not sufficient ; 4 Submit certificate with language level according to European reference framework; 5 Other

ELECTIVE AREA³

Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP ¹	Reason for denial ²
Corporate Finance and Investment	DLMBCFIE01	Advanced Corporate Finance	5					
	DLMBCFIE02	Investment Analysis and Portfolio Management	5					
Erfolgsorientiertes Controlling	MWCO01	Erfolgsorientiertes Controlling I	5					
	MWCO02	Erfolgsorientiertes Controlling II	5					
Strategisches Marketing und Branding	MWMA01	Global Branding	5					
	MWMA02	Customer Relationship Marketing	5					
Management Consulting	MWBC01	Management Consulting I	5					
	MWBC02	Management Consulting II	5					
Supply Chain Management	MWCH01	Globales Supply-Chain- Management	5					
	MWCH02	Controlling und Risikomanagement der Supply Chain	5					

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 have been identified; 3 Certification not sufficient ; 4 Submit certificate with language level according to European reference
 framework; 5 Other

³ Two elective moduls of 10 ECTS-CP each have to be chosen.

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Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP ¹	Reason for denial ²
Projektmanagement	MWPT01	Methoden des Projektmanagements	5					
	MWPT02	Projektmanagement mit dem PMBOK Guide	5					
Strategisches Finanzmanagement	MWFI01	Strategisches Finanzmanagement I	5					
	MWFI02	Strategisches Finanzmanagement II	5					
Advanced Management Accounting & Control	DLMBACCE01	Advanced Management Accounting & Control	5					
	DLMBACCE02	Current Issues in Accounting	5					
Sales, Pricing and Brand Management	DLMBSPBE01	Global Brand Management	5					
	DLMBSPBE02	Sales and Pricing	5					
Consumer Behaviour and Research	DLMBCBR01	International Consumer Behaviour	5					
	DLMBCBR02	Applied Marketing Research	5					
Kommunikation und Public Relations	DLMWKB01	Kommunikation und Public Relations I	5					
	DLMWKB02	Kommunikation und Public Relations II	5					

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Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP ¹	Reason for denial ²
New Work	DLMWPWNW01	New Work	5					
	DLMWPWNW02	Seminar: New Work	5					
Personalgewinnung und -entwicklung	DLMEBR01	Employer Branding and Recruiting	5					
	DLMTUP01	Talentmanagement und Personalentwicklung	5					
Sales Management	DLMWSA01	Sales Management I	5					
	DLMWSA02	Sales Management II	5					
Customer Journey	DLMKUM02	Marktforschung	5					
	DLMWPWCJ01	Seminar: User Experience and Customer Journey	5					
Human Resource Management: Theorie und Praxis	MWPM01-01	Human Resource Management I	5					
	DLMFPM01	Personalmanagement Projekt	5					

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Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP ¹	Reason for denial ²
Kommunikation, Agilität und kreative Arbeitsmethoden	DLMWPGUK01	Gesprächsführung und Kommunikationstechniken	5					
	DLMWPAKAM01	Agilität und kreative Arbeitsmethoden	5					
Managing in a Global Economy and Negotiation	DLMBGE01	Managing in a Global Economy	5					
	DLMNEGE01	Negotiation	5					
Digital Insurance	DLMWDI01	Big Data im Versicherungswesen	5					
	DLMWDI02	Digital Innovation in Insurance	5					
E-Commerce	MWEC01-01	E-Commerce I	5					
	MWEC02-01	E-Commerce II	5					
Digitale Geschäftsmodelle und Change	DLMIDBM01	Digitale Business-Modelle	5					
	DLMIPC01	Managing IT-Projekte und Change	5					
Projektmanagement für IT-Projekte	MWIT01	Management von IT-Projekten	5					
	DLMIMFS01	IT-Management Projekt	5					

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Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g. university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP1	Reason for denial2
IT Project and Architecture Management	DLMBITPAM01	IT Project Management	5					
	DLMBITPAM02	IT Architecture Management	5					
IT Governance and Service Management	DLMBITGSM01	IT Service Management	5					
	DLMBITGSM02	IT Governance and Compliance	5					
Manufacturing Methods Industry 4.0 and Internet of Things	DLBMMIIT01	Internet of Things	5					
	DLBMMIIT02	Manufacturing Methods Industry 4.0	5					
Product Development and Design Thinking	DLMBPDDT01	Product Development	5					
	DLMBPDDT02	Design Thinking	5					
Data Science and Analytics	DLMBDSA01	Data Science	5					
	DLMBDSA02	Analytical Software and Frameworks	5					

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Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP1	Reason for denial2
Big Data	DLMBBD01	Data Utilization	5					
	DLMBBD02-01	Application Scenarios and Case Studies	5					
Künstliche Intelligenz	DLMAIAI01	Artificial Intelligence	5					
	DLMAISAI01	Seminar: AI and Society	5					
Business Intelligence	DLMIWBI01	Business Intelligence I	5					
	DLMIWBI02	Business Intelligence II	5					
Strategisches Tourismusmanagement	MWTO01	Tourismusmanagement I	5					
	MWTO02	Tourismusmanagement II	5					
Strategisches Luftverkehrsmanagement	MWLV01	Grundlagen des Luftverkehrs	5					
	MWLV02	Netz- und Yield-Management	5					

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Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP1	Reason for denial2
Strategisches Hotelmanagement	MWSH01	Hotellerie I	5					
	MWSH02	Hotellerie II	5					
Strategisches Servicemanagement	MWSM01	Servicemanagement I	5					
	MWSM02	Servicemanagement II	5					
Health Care Management A	MWHC01	Gesundheitsmanagement und Bedingungen des Gesundheitsmarktes	5					
	MWHC02	Personalmanagement in Gesundheits- und Sozialeinrichtungen	5					
Health Care Management B	MWHB01	Risikomanagement für Leistungserbringer auf dem Gesundheitsmarkt	5					
	MWHB02-01	Betriebliches Gesundheitsmanagement	5					
Immobilienwirtschaft	MWIM01	Immobilieninvestition und - finanzierung	5					
	MWIM02	Immobiliencontrolling und - portfoliomanagement	5					

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RECOGNITION

MASTER OF BUSINESS ADMINISTRATION (MBA-ENGLISH) 90 ECTS (MBA-01-E-90)

EVALUATION

Area	Recognized/credited ECTS-CP ¹	Total recognized/credited ECTS-CP
Fundamental Area		
Elective area		

¹ To be filled in by the examination board only

1 ECTS-CP = 30 hours

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Your checklist: Everything done?

We need these documents to check your recognition:

Please send us simple copies, as we cannot return your documents to you.

We will be happy to review your application even without certified copies.*

RECOGNITION OF ACHIEVEMENTS FROM A COURSE OF STUDY (UNIVERSITY ACHIEVEMENT)

- Transcript/ Performance overview of the achieved study achievements and ECTS-CP/number of hours
- Module handbooks & course content (German or English)
- In case of study achievements at foreign universities: Overview of their evaluation system

CREDITING OF CERTIFICATES (MASTER´S LEVEL)

- Description of the imparted contents and/or proof of the temporal extent
- In the case of further qualification achievements at foreign institutes: Overview of the assessment system

CREDITING OF ACHIEVEMENTS FROM WORK EXPERIENCE

- Official proof of activity of the employer
(including the following information: Detailed description of the function, the tasks as well as the period of time).
 - Please use the form "Employer confirmation" for this purpose. You can find it in our online recognition area, where you will also find your individual application form
 - Or, alternatively, submit a qualified job reference (including all the above information)

If you have any questions, please contact our student counselling service.

TO BE COMPLETED BY THE UNIVERSITY¹

Previous achievements to the extent of _____ ECTS-CP will be recognized/credited via the courses marked in the table. This reduces the study fee by a total of _____ Euro.

- Subsequent recognition/credit - no cost reduction
- Sufficient proof of achievements was submitted

No later than 3 weeks after enrollment, you will also receive a separate notice listing your reduced fees and due date(s).

This request was processed on: _____

The decision about the creditability of the achievements is made by the examination board. The recognition decision was reviewed and approved by the examination board of the IU International University of Applied Sciences.

This notice was created by machine and is valid without signature.

Information on legal remedies

An appeal against this decision can be lodged in writing or on record with the Examination Board of IU International University of Applied Sciences within one month of notification. (anerkennung@iu.org)

Further proof or missing documents must be submitted within 2 weeks after receipt of the appeal. If the objection is not substantiated, a decision will be made on the basis of the files.

In case of an appeal, the entire recognition decision will be reviewed again. We expressly point out that a deterioration with regard to the recognized ECTS number is possible.

¹ Will be filled in by the university

*IU Internationale Hochschule GmbH reserves the right to request certified copies in case of doubt.